

Winter 12-14-1966

## University Council Meeting, December 14, 1966

Academic Senate  
*Illinois State University*

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MINUTES OF THE UNIVERSITY COUNCIL  
(Not approved by the Council)

DATE: December 14, 1966

MEMBERS PRESENT

- |                  |                  |                    |
|------------------|------------------|--------------------|
| 1. Ferman Bishop | 6. Kenneth Fitch | 11. Mary Rozum     |
| 2. Richard Bond  | 7. Warren Harden | 12. Stanley Shuman |
| 3. Robert Bone   | 8. Eric Johnson  | 13. Eunice Speer   |
| 4. George Drew   | 9. Lewis Legg    | 14. David Sweet    |
| 5. John Ferrell  | 10. Warren Perry | 15. Charles White  |

CALL TO ORDER

The regular meeting of the University Council was called to order by Mr. Harden, chairman, at 7:15 p.m. in room 307 of Hovey Hall.

APPROVAL OF THE MINUTES

President Bone moved that the minutes for November 16, 1966 and December 2, 1966 be approved as distributed to the faculty. Miss Speer seconded the motion.

Mr. Ferrell asked that his name be deleted from page three of the minutes of November 16, 1966 under the topic Report by Committee Regarding Assignments of Faculty Members to Departments.

The minutes were then approved by the Council members with that editorial change.

REPORT CONCERNING THE PROPOSED COUNCIL FOR GENERAL EDUCATION

Dean Bond began by stating what he considered to be the functions of the University Curriculum Committee and of the College Curriculum Committees. Using that material as a preface, he then presented a progress report on the proposed Council for General Education. His comments included the membership, functions, and responsibility of that body.

A lengthy discussion ensued in which numerous questions were raised concerning such items as:

- a. Date of activation of Council for General Education.
- b. Source of ultimate power--University Curriculum Committee or Council of General Education.
- c. Previous interpretation of Councils for General Education and Teacher Education in regard to Reorganization of the University Structure.
- d. Lack of approval or disapproval of Councils for General Education and Teacher Education by University Council at any time.

- e. Fact that Council for Teacher Education or some such organization is required by accrediting agencies.
- f. Membership of Councils and University Curriculum Committee.
- g. Group which will receive the recommendations regarding modifications of the general education program formulated by the Council for General Education.
- h. Responsibility for eliminating duplication of courses from one college to another.
- i. Fact that major changes of any kind must go to the Board of Governors by way of the University Council.

During the discussion, it was brought out that in the Reorganization Structure of the University that the Councils for General Education and Teacher Education were placed above the University Curriculum Committee which would imply that the ultimate power might rest with the former groups. It was suggested that the Councils be an advisory body to the Dean of the Faculty or a coordinating group rather than administrative in function. Dean Bond felt that if the Councils worked within the present framework of the University Curriculum Committee that the members should be elected rather than appointed. However, it was mentioned that possibly the University Curriculum Committee needed to be reviewed in terms of the current needs of the University.

Dean Bond and his committee will continue to work on this matter in light of the discussion and report at a later date.

#### REPORT BY FACULTY STATUS COMMITTEE

Miss Yates, chairman of the Faculty Status Committee, presented her Committee's interpretations of some items in the Statement of Policy for APT matters. She drew attention to B3 on pages seven and eight with the comment that such a regulation was thought necessary because of the increasing number of faculty members. (See attached sheets for full report.)

President Bone stated that the committee might want to bring in additional modifications after completing its work during the second semester and might want to modify even the material presented tonight. Mr. White stated that he hoped that the material wouldn't become frozen and that a good committee should have the right to bring interpretations without a vote being required on the part of the Council.

During the course of the discussion on two recommendations for changes in policy statements, which are attached to the minutes, Mr. White moved that number one of the recommended policies be adopted. Mr. Shuman seconded the motion.

The voting was as follows:

Voting "Yes"

1. Ferman Bishop  
2. George Drew  
3. John Ferrell  
4. Kenneth Fitch  
5. Warren Harden

6. Lewis Legg  
7. Warren Perry  
8. Mary Rozum  
9. Stanley Shuman  
10. Eunice Speer

Voting "No"

David Sweet

11. Charles White  
12. Eric Johnson  
13. Richard Bond  
14. Robert Bone

The motion carried.

Mr. White moved that number two of the recommended policies be adopted. Mr. Legg seconded the motion.

The voting was as follows:

Voting "Yes"

1. Ferman Bishop  
2. George Drew  
3. John Ferrell  
4. Kenneth Fitch  
5. Warren Harden

6. Lewis Legg  
7. Warren Perry  
8. Mary Rozum  
9. Stanley Shuman  
10. Eunice Speer

11. David Sweet  
12. Charles White  
13. Eric Johnson  
14. Richard Bond  
15. Robert Bone

The motion carried.

The Operational Schedule, which Miss Yates distributed to the members of the Council, is also attached to the minutes.

REPORT ON PROCEDURES AND POLICIES FOR SELECTING DEPARTMENT HEADS

Mr. Sweet began the report by stating that at present there are selection committees of three sizes. The recommendation was then made that there be five members on such a committee regardless of how many people are included in the department concerned. He commented that the majority of the members will be from outside the department but should be able to reflect the thinking of the department. The procedures were designed to open up the selection process. Furthermore, he stated that petitions will be eliminated under the new procedures.

Mr. Sweet moved that the Procedures and Policies for Selecting Department Heads be adopted and that the existing procedures and policies be repealed. Mr. Fitch seconded the motion.

Many questions were posed in regard to the report. Some of them were as follows:

- a. What if the committee does not come up with three candidates?
- b. Why the particular number three?
- c. What was the reason for 2b?

- d. Will the department be adequately represented?
- e. What is meant by an evaluation form?
- f. Might 2e be responsible for a department to stand still?
- g. What is meant by rank?

As a result of a question concerning the parallelism in 2 b and 2 c by Dean Bond, a revision was made in the original text. Mr. Shuman's question on 3b brought about a revision to that item. On the basis of a question by Mr. Drew, 3d was revised.

Mr. Sweet explained that it would not be mandatory for three candidates to be presented if the committee could not find such a number of worthy individuals. He recommended that at least one candidate be from off campus. Under the new procedures, the Dean will have the right to select the chairman. Five persons were suggested for the committees because it is easier to find a mutual meeting time for a smaller group of people. He commented that rank means that students and faculty assistants are not eligible for such committees.

Mr. White moved to postpone the vote on the Procedures and Policies for Selecting Department Heads until the January meeting. Mr. Drew seconded the motion. The motion carried by a voice vote.

The report is attached to the minutes. The faculty is encouraged to send comments to David Sweet, chairman of the committee.

#### REPORT OF THE COMMITTEE REGARDING THE ASSIGNMENT OF FACULTY MEMBERS TO DEPARTMENTS

Dean Bond presented a progress report for his committee. There was discussion concerning the purpose and membership of the proposed supervisory board for the laboratory schools. Dean Bond compared it in nature to a board of education. Dean Hulet reminded the group that the term "board" means that students are part of the group on our particular campus. The question was raised as to relationship of the homeroom teachers in Metcalf to such a supervisory board. In answer to an inquiry as to the connection of such a board and APT procedures, Mr. White indicated that points 1, 2, 3, and 4, were a result of points a - h which in turn need approval before considering the other items. Mr. Shuman suggested that the date, January 10, 1967, in f be changed to May 1, 1967 in order to coordinate with the coming Council elections.

Dean Bond moved to adopt the committee's recommendations which were lettered a - h. Mr. White seconded the motion. The motion carried by means of a voice vote. A copy of the adopted material is attached to the minutes.

#### REPORT OF ELECTIONS COMMITTEE CONCERNING THE RULES FOR COUNCIL ELECTIONS

Mr. Shuman, chairman of the Elections Committee for the University Council, presented the election procedures for College representatives to the University Council.

- a. On Tuesday, January 3, 1967, each eligible voting member of a college faculty will be mailed a list of those persons eligible to serve as representative of his college on the Council. Each voting faculty member may recommend in writing two candidates from the list of eligible faculty.
- b. The primary election for the colleges will be held on Tuesday, January 10, 1967. Primary Election ballots will contain the names of all eligible faculty members for whom the committee has received a written recommendation (but the name of a faculty member shall not appear on a ballot without his consent). Each eligible faculty voter must obtain and cast his ballot in person at one of the designated polling places between the hours of 7:30 a.m. and 5:30 p.m. on the day of the election.
- c. The final election for college representatives to the University Council will be held on January 24, 1967. Each eligible faculty voter must obtain and cast his ballot in person at one of the designated polling places between the hours of 7:30 a.m. and 5:30 p.m. on the day of the election.

Mr. Sweet moved the adoption of the regulations as presented by Mr. Shuman. Mr. Ferrell seconded the motion.

The voting was as follows:

Voting "Yes"

1. Ferman Bishop	6. Lewis Legg	11. David Sweet
2. George Drew	7. Warren Perry	12. Charles White
3. John Ferrell	8. Mary Rozum	13. Eric Johnson
4. Kenneth Fitch	9. Stanley Shuman	14. Richard Bond
5. Warren Harden	10. Eunice Speer	15. Robert Bone

The motion carried.

Mr. Sweet stated that in the By-laws of the University Council there is provision for departments to have representatives at the Council meetings. He felt that the departments were not aware of this and wished that this information be recorded in the minutes.

PROPOSAL FOR THE ESTABLISHMENT OF A COLLEGE OF BUSINESS AT ILLINOIS STATE UNIVERSITY

The attached material was distributed to members of the Council for their information. Mr. Harden announced that this item of business would appear on the agenda for the regular meeting in January and be discussed by the Council at that time.

### RETREAT COMMITTEE

Mr. White indicated that the people who attended the retreat sponsored by the University Council on December 9 and 10, 1966 at the Howard Johnson Motor Lodge were being asked to evaluate their experience. He requested that Council members do likewise and send their reactions to him in the near future.

### REPORT ON THE PROPOSED DEPARTMENT OF PHILOSOPHY

Mr. White presented a progress report entitled "Rationale and Background for the Establishment of Department of Philosophy." He indicated that the proposal for this department has been approved by the acting dean of the College of Education, the head of the Department of Education, the chairman of the University Curriculum Committee, and those individuals who might be cross listed in terms of courses offered. It was reported that Mr. Hutter was appearing before the University Curriculum Committee in regard to two courses which will be a part of the proposed department's offerings. Mr. White further indicated that President Bone had charged the Committee to prepare a proposal for a minor in philosophy for the January meeting of the Board of Governors.

### ELECTION FOR UNIVERSITY BUILDING COMMITTEE

President Bone announced that because of the large number of buildings under construction at the present time, it was necessary to expand the membership of the University Building Committee.

The following three people were elected by members of the University Council:

George Barford	May 1969
Ione Rhymer	May 1968
Leven Dowdall	May 1967

### ILLINOIS STATE UNIVERSITY CALENDAR, 1968-1969

Dean Bond presented the Calendar for 1968-1969. Mr. Sweet asked why final examinations must be scheduled. It was decided to discuss this matter at the January meeting of the University Council.

Mr. Legg moved the adoption of the Calendar, 1968-1969 as presented. Miss Speer seconded the motion. The motion carried by a voice vote.

### ADJOURNMENT

Miss Speer moved that the meeting be adjourned. Mr. Legg seconded the motion. The meeting was adjourned at 10:55 p.m.

Respectfully submitted,

Warren Harden, Chairman  
Mary Rozum, Secretary

## UNIVERSITY CURRICULUM COMMITTEE

### Functions:

1. Maintain overview and coordinate University curriculum
2. Define and review general University requirements, including general education and degree requirements
3. Define and review general major and minor requirements and/or limitations
4. Approve all new majors and minors
5. Develop policies and procedures and provide for the continuing evaluation of curricula
6. Conduct studies on and encourage curriculum modifications
7. Establish principles for the addition and deletion of courses
8. Review decisions of College Curriculum Committees in the light of University needs and resources and programs of other colleges

## COLLEGE CURRICULUM COMMITTEES

### Functions:

1. Maintain overview and coordinate college curriculum within guidelines established by University Curriculum Committee
2. Approve all new majors and minors within guidelines established by University Curriculum Committee
3. Approve modifications of existing majors and minors within guidelines established by University Curriculum Committee
4. Approve additions and deletions of courses
5. Encourage the development of new programs

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December 14, 1966  
RRB:pw



## COUNCIL FOR GENERAL EDUCATION

Membership: Seven persons plus two ex officio

Elected by University Council

- |                               |   |
|-------------------------------|---|
| 1 -- Education                | Education (7 departments)   |
| 1 -- Social Sciences          | Sociology-Anthropology, Economics<br>Political Science, History, Psychology,<br>Geography     |
| 1 -- Sciences and Mathematics | Physics, Chemistry, Biology, Mathematics  |
| 1 -- Humanities               | Foreign Languages, English, Art, Music<br>Speech, Library Science                             |
| 1 -- Applied Areas            | Industrial Arts, Agriculture, Home Economics,<br>Business, Physical Education (men and women) |

Appointed and ex officio

- 2 -- Two appointed by the  
Dean of the Faculty
  - 1 -- Chairman, Curriculum  
Committee, ex officio
  - 1 -- Dean of the Faculty,  
ex officio

Terms: Three year appointments, staggered terms.

Rationale: Broad areas should be represented so that the general education program is not a result of log-rolling. The main purpose of the general education program is not to be the development of departments but the education of students.

Function:

1. To develop and subject to continuing scrutiny a philosophy of general education and initiate changes.
2. To review the general education program of the University.
3. To make recommendations regarding modifications of the general education program.
4. To approve any additions or deletions to the general education program.
5. To review and evaluate courses offered in fulfillment of general education requirements.

N.B. -- General education is here defined as that group, or groups, of courses or experiences common to all graduates of the University which assures their being liberally educated.

Responsible to: University faculty through Curriculum Committee and University Council; advisory to Dean of the Faculty.

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December 14, 1966

RRB:pw

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To: Members of the University Council

From: Faculty Status Committee

Re: Interpretations of the Statement of Policy for APT Matters

The following interpretation presented by the Faculty Status Committee was approved by the University Council at their November meeting.

The FSC has responsibility for reviewing the membership requirements and policies of the College APT Committee and for questioning college deans on matters of policy and procedures.

The items which the FSC will offer for your consideration at the December meeting have to do with practical interpretations of this policy and with procedural detail.

I. General Policies

A. Committees

- 1.
2. See II (Un FSC) A (Membership) 4; p. 3 of this report.
- 3.

B. Procedure

1. Final reports of the University FSC ..... shall be presented to the University Council in executive session for appropriate action.
  - a. The final report ..... shall be available in the President's office forty-eight hours prior to the Council meeting. Council members may present suggestions or comments in writing to the president.

Item - There shall be no oral discussion of salaries of individual faculty members during executive session, only written comments given to the president prior to the Council meeting.

b.

2. When a person has duties in more than one department or area ..... Recommendations for persons working in more than one department or area, however, shall be made after consultation with the supervisor of the minor department or area.

Item - Copies of letters of consultation between the head of the major department and the head of the minor department shall be included in the department head's report to his college APT committee. Copies of the letters shall be made available to the FSC if requested.

### C. Appointments

- 1.
- 2.
3. Recommendations for appointment shall have the approval of the majority of all department APT committee members and majority of all members of the department with tenure. (See I (General Policies) C (Appointments) 5; p. 2 of this report)  
(Request change in policy statement. See attached request.)
- 4.
5. The dean of the college shall study the appointment sheet ..... The dean of the college with the approval of the Dean of the Faculty or his representative may adjust the signature requirements as necessary to expedite specific decisions.

Item - It is recommended that the Dean of the Faculty be given liberal discretionary power in interpreting this and 3 above.

6. In case an applicant shall have duties in more than one department or area, the recommendation for appointment shall originate with the major department ..... the recommendation however, shall be made only after consultation among the supervisors of all areas to which he would be assigned. Cooperative interviews are encouraged.

Item - The written appointment form shall include the signature of the head of the minor department and shall be accompanied by a written agreement stating the terms of employment signed by both the head of the major and minor departments. These written agreements shall be included in the college dean's file and copies shall be made available to the FSC if requested.

### D. Promotion and Tenure

1. Promotion and tenure must conform with stated policies of Board of Governors ..... (See 3 below)
2. Tenure is not automatically attained ..... (See 3 below)

Item - Recommendations for any change in rank should not be made unless it is planned to retain the person on the permanent staff; that is, recommend only those for whom tenure would also be recommended at this time if the faculty member were eligible for tenure.

3. Promotions are not automatic .....

Item - The requirements for tenure and promotion shall be clarified for the candidate by the administrators concerned with his employment. Under no circumstances should a candidate be promised or even assured of tenure and/or promotion.

4. Appropriate certification of the completion of degrees or credit hours . . . . . must ordinarily be obtained by April first if to be considered in recommending tenure or promotion for the following academic year. The Dean of the Faculty, however, may use discretion in interpreting appropriate certification . . . . .

Item - It is recommended that care be taken by college deans and department heads in ascertaining the attainment of "appropriate certification" of the individual faculty members under their supervision. It is further recommended that the dean of the faculty limit his recommendation to "proof of completion of all requirements" and not to "the actual awarding of the degree."

E. Termination of Employment

(Request for change in policy statement. See attached request.)

II. University Faculty Status Committee

A. Membership

- 1.
- 2.
- 3.
4. The committee shall elect its own chairman each year from among the elected faculty members.

Item - The chairman and the committee personnel shall continue serving on the committee until their recommendations are approved by the Governing Board and until all unfinished business is completed.

B. Reporting

1. The dean of each college shall meet with the University Faculty Status Committee to present and discuss the report of the college APT committee.

Item - It is recommended that the college dean, if he so desires, invite the chairman of his college APT committee to present the report with him.

(Items in III (College APT Committee B2 Reporting) will relate to the report of the college deans to the FSC.)

- 2.

C. Responsibilities

(Items related to this section are included under III (College APT Committee B, Reporting and C, Responsibilities.)

- 1.
2. Secure estimates for personal service budgets from the colleges and communicate these needs to the appropriate persons.

Item - It is essential to the work of the FSC that close communication be maintained with the University Budget Committee and with the Dean of the Faculty.

3. Provide allotments to the colleges for salary increases.

Item - The present formula for allocating salary increases to departments will be used. The college dean will be informed of the allotment for each department in his college. He shall report these allotments in writing to each department head and to his college APT committee.

4. Prepare a schedule for reporting by college dean . . . . . (See summary of schedule attached.)
5. Review recommendations from each college regarding salary, promotion and tenure.

Item - It is recommended that the FSC give special attention to individual faculty members having joint appointments and major and minor assignments.

6. Provide adequate review of recommendations for administrators holding faculty rank.

Item - It is suggested that each year the President of the University and the Dean of the Faculty explain the procedures used for recommending salary, promotion and tenure to the administrative staff.

- 7.
8. (See III (College APT Committee B, Reporting) 3; p. 5 of this report.)
- 9.
- 10.
11. The University Faculty Status Committee will study criteria and recommend procedures for evaluation of professional competence . . . . . for both teaching and administrative staff.

Item - This is not a responsibility assigned exclusively to this committee. They should assume such study when appropriate. They should recommend areas of needed study to the University Council and work in cooperation with special study committees appointed by the University Council.

III. College APT Committee

A. Membership

- 1.
- 2.
- 3.
- 4.

Item - At the beginning of each school year the FSC shall request from the college dean (on a form provided) a report of the membership policy of the college APT committee and a list of the members of the committee.

## B. Reporting

1. The head of each department shall meet at least once with his college APT committee . . . . . If any member of the department APT committee disagrees with any part of the report of his department APT committee, the head shall discuss this in detail with the College APT Committee. (See IV Department APT committee B1, Reporting, below)
2. The written report of the College APT Committee . . . . . shall be presented to the FSC for appropriate action. If any member . . . . . disagrees with any part of the report, he shall state his reasons in writing and this statement shall be appended to the report.

Item - This minority report shall be included in the report of the college dean to the FSC. Copies of the written disagreement shall be given to each member. (8 copies)

3. When the report is prepared, the dean of each college shall report immediately the recommendations of the college APT committee for each department . . . . . The department head shall also inform individual faculty members immediately of recommendations pertaining to them (with the understanding that the recommendation is not final at this time) so that time is allowed . . . . . to address a written appeal to the FSC.

Item - The head of the department should stress that this is not the final report. He should urge any dissatisfied individual faculty member to talk over his grievance with the department APT committee and the college APT committee before addressing a written appeal to the FSC but at no time should he discourage the faculty member from using this channel.

Item - The dean of the college should be notified by the department head that the individual faculty members have been informed of their recommended salaries before he presents his report to the FSC.

## C. Responsibilities

1. Formulate and distribute to all staff members within the college each year personal data sheets . . . . . Deans and heads of departments shall make these personal data sheets available to college and department APT committee members.

Item - The FSC shall provide personal data sheets to the college deans. Supplemental data sheets may be composed and distributed by each college APT committee, which records information desired for faculty evaluation in that particular college.

2. (See II (Un. FSC, C, Responsibilities) 3; p. 4 of this report.)
- 3.
- 4.

5. Coordinate APT committee reports and make recommendations to the University Faculty Study Committee.

Item - Report forms shall be provided by the FSC for the use of heads of departments, for the college APT committees and for college deans.

- 6.
- 7.
- 8.

#### IV. Department APT Committees

##### A. Membership

1. Only permanent department members who have completed at least one semester ..... shall be eligible to participate in any election on APT matters .....

Item - "Permanent department member" has been defined by recent University Council action (Council minutes Sept. 21 and Oct. 19, 1966).

2. Each department shall have an APT committee unless by secret ballot, the department votes to allow its head ..... The decision should be voted on annually.

Item - A member of the department must be present at the meeting where the secret ballot is taken in order to vote.

3. Each department with an APT committee shall establish a written policy with regard to its APT committee. These policies shall be approved by the department and reviewed by the University FSC.

Item - After November 1 each year the FSC shall request on a form provided a written statement of these policies. This report should (a) show adherence to the minimal requirements expressed in IV A Membership, (b) indicate that methods and procedures listed under IV B and C are understood and are being followed as stipulated and (c) list names of the committee members for the current year and expiration date of each.

4. Each department APT policy statement shall provide that:
  - d. The department head shall automatically be a member of the department APT committee and serve as chairman.

Item - Department heads may not delegate responsibility of the chairmanship to another.

##### B. Reporting and Procedure

1. The written report of the department APT committee ..... shall be presented to the college APT committee for appropriate action ..... If

any member of the committee takes exception to any part of the final department recommendations, the reasons should be specified in writing and this statement appended to the report.

Item - This minority report shall be included in the college dean's report to the FSC. Copies of the letter (s) stating reasons for disagreement shall be made available to the members of the FSC if requested.

2.

3. Department heads ..... shall make progress reports in writing to staff members. A copy shall be sent to the staff member, to the college APT committee and the University Status Committee.

Item - These letters shall be written only to staff members not on tenure and to tenured staff members not doing satisfactory work.

Item - These letters shall be included in the department APT committee's report to the college APT committee and a copy filed with the dean of the college. Copies of letters shall be made available to the FSC if requested.

4. When across-the-board salary increment is withheld ..... the department head shall send an explanatory letter to the staff member involved with copies to the college APT committee and the University FSC.

Item - Explanatory letters shall be included in the college dean's report to the FSC and copies filed with the members of FSC. (8 copies)

Item - Letters are not sent to those staff members who have reached the salary ceiling. In these cases "no increase" or only "across-the-board increases" should not be construed to mean less than satisfactory work. These faculty members should be so informed.

5. A recommendation for the termination of employment during a probationary period ..... Such recommendations shall be made in cooperation with the department APT committee and the department head shall send a report of such action to the dean of the college and University FSC.

Item - Letters of notification shall be included in the college dean's report to the FSC and a copy of the letters filed with the members of the FSC. (8 copies) (In the case of a faculty member during the first year of permanent appointment, the department APT committee (if one exists) shall review his performance in time that if the



decision is made not to re-appoint the faculty member the following September, proper notification may be made prior to March 1. During the second and subsequent years of the probationary period, this review shall occur so that notification can be made prior to December 1.)

C. Responsibilities

- 1.
- 2.
- 3.

Richard Bond  
Robert Bone  
Claude Dillinger  
Henry Hermanowicz

Willard McCarthy  
James Patterson  
Ethel Stein  
Ruth Yates, Chairman

To: University Council

From: University Faculty Status Committee

Re: Recommendations for Changes in Two Policy Statements

Number 1

I. General Policies

C. Appointments

3. Recommendations for appointment shall have the approval of the majority of all department APT committee members and the majority of all members of the department with tenure. (Policy statement as it is now.)

Recommendation: The FSC recommends that the word usually be inserted in the statement. It would then read: Recommendations for appointments usually shall have the approval of the majority of all department APT committee members and majority of all members of the department with tenure.

Reasons for the recommendation: In small departments it would be practical and advantageous for every tenured member to study the credentials and interview the candidate. Each, then could approve or disapprove with discretion and integrity. In larger departments it would be neither practical nor necessary for a candidate to be recommended by all tenured members. Two examples of such departments are University High School and English. By inserting the word, usually, the Dean of the Faculty, the head of the department and the college dean are given the possibility of deciding jointly the best policy for the needs of each department. The revised statement, at the same time, suggests that deviation from this policy is the exception rather than the rule.

Number 2

I. General Policies

(E. Termination of Employment)

Recommendation: There is no reference to termination of employment in the General Policies section now. The FSC recommends that this general heading (E) be added to the Policy Statement and that this paragraph be added under it:

Notification of termination of employment must conform with the stated policies of the Board of Governors, and reference should be made to current regulations as published by the Board. (This parallels statement 1 under D (Promotion and Tenure).)

Reasons for recommendation: In IV (Department APT Committees) B (Reporting and Procedure) the department APT committee is required to report termination of employment to the college dean and to the FSC. It would seem consistent, then, to make reference to termination of employment in the section of General Policies since reference is made in this section to all other actions which have to do with faculty employment.

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To: University Council

From: University Faculty Status Committee

Re: Operational Schedule

- Step 1. Data sheets shall be sent to individual faculty members by the college deans. These data sheets shall be provided by the FSC. Supplemented data sheets may be composed and distributed by each college APT committee which records information desired in that particular college.
- Step 2. The University business manager reports the budget for salary increases to the FSC. The FSC calculates allotments for each department based on "Rine Formula."
- Step 3. The Chairman of the FSC meets with the college deans
- reports department allotments
  - reviews Policy Statement Regarding Handling of University APT Matters and the interpretations of it made by the FSC and approved by the University Council
  - distributes forms to be used for making recommendations
    - (1) Four worksheets (one for college APT file, one on which report to FSC is made, one for department APT committee file, one on which report is made to college APT committee)
    - (2) Sample of summary sheets for salary recommendations
  - proposes calendar which allows time for each step required by the policy statement
  - distributes 1956-1968 summary sheets of salary goals
  - distributes any regulations for special action e. g. awarding the associate professorship without the earned doctoral degree
- Step 4. College deans report salary allotments and instructions to department heads.
- Step 5. Department APT committees deliberate.
- Step 6. Department APT committees report their recommendations to college APT committee.
- Step 7. College APT committees deliberate.
- Step 8. Department heads report recommended salaries to individual faculty member and inform college dean that this is done.
- Step 9. College deans meet with FSC and present recommendations of college APT committee.
- Step 10. FSC deliberates on recommendations and considers written appeals made by individual faculty members.
- Step 11. The FSC reports recommendations to college deans at a second meeting with them.

- Step 12. The Chairman of FSC places recommendations for salaries in President's office. Forty-eight hours later he reports recommendation for promotion and tenure to the University Council and requests approval.
- Step 13. FSC considers recommendations of the University Council.
- Step 14. The President of the University reports recommendations to State Governing Board and requests approval.

PROCEDURES AND POLICIES FOR SELECTING  
DEPARTMENT HEADS

1. A new department head shall be selected when the President officially announces to the University Council that:
  - a. The headship in a department is vacant or will become vacant at a specified date in the future.
  - b. A new department has been or will be created.
  - c. An existing department has been or will be divided into two or more departments, in which case the head of the old department does not automatically become head of one of the new departments.
  - d. Two or more existing departments have been or will be combined into one department, in which case none of the heads of the old departments automatically becomes head of the new department.
  - e. A unit within a department has been or will be made into a department, in which case the head of that unit does not automatically become head of the new department.
2. Organization of the Committee on Selection
  - a. A Committee on Selection shall consist of five persons holding rank on the faculty of the University.
  - b. At the meeting at which the President makes the official announcement the University Council shall nominate three persons, no more than one of whom may be a member of the Council, from among faculty members who do not hold major or minor rank in the department. The Dean of the College in which the department is located, after consulting the Dean of the Faculty, shall select one of these three persons to serve on the committee. This person shall serve as Chairman.
  - c. After the chairman has been appointed and after consultation with the Dean of the Faculty, the Dean of the College shall appoint from among the faculty holding an administrative appointment one person to serve on the committee. This person shall serve as Secretary to the committee.
  - d. The Dean of the College will after the Chairman and Secretary have been appointed, convene a meeting of that department to which all persons holding rank in the department shall be invited. To be eligible to vote on matters relating to the selection of a department head, a faculty member must hold major rank in the department and must have held an appointment at the University for the full regular semester (excluding all summer sessions) immediately preceding the semester or summer session in which the election

occurs. Before the first meeting which the Dean convenes he shall distribute a list of the names of those within the department who are eligible to vote. At this meeting, the eligible voters shall elect from among their number three members to the committee. Following the first meeting, the Chairman of the Committee on Selection shall call and preside over all meetings of the department relating to the selection of the department head. The Dean of the College shall be informed in advance of all such meetings, which he may attend. He shall be informed in advance of and may attend, but not vote at, all committee meetings.

- e. When necessary, the President shall name an acting head of a department. Before an acting head is named, the President shall consult with the Dean of the College and the members of the Committee on Selection. No person who serves as acting head of a department during the time that a department head is being recruited shall be eligible to become head of the department. If necessary, an acting head may be named from among the faculty who hold rank in another department.
- f. If a member of the Committee on Selection becomes a candidate for the headship, the eligible voters shall elect a replacement for him on the committee.

### 3. Responsibilities of the Selection Committee

- a. It is the responsibility of the Committee on Selection to advise the Dean of the College as to whom he should recommend for the department headship. To this end, the committee shall actively seek qualified candidates for the headship from among the faculty and from among those not presently serving on the University faculty. The committee shall recommend to the Dean at least three and no more than five candidates for the headship, including at least one who does not presently serve on the University faculty. The committee members shall rank these candidates in order of preference.
- b. Prior to making its recommendations to the Dean, the committee shall arrange for each individual candidate to be interviewed by each of the following: the members of the department at a meeting of the department announced in advance; the members of the Committee on Selection; the Dean of the College; the Dean of the Faculty; the President; and anyone else whom the Dean of the College specifies. The Committee on Selection shall arrange an interview for any candidate designated by the Dean of the College.
- c. Prior to scheduling any interviews, the committee shall inform the department members in writing of the names of all persons whom the committee is actively considering for the headship. The correspondence with and credentials of such candidates shall be open to inspection by any member of the department.

- d. When the Dean of the College and the Committee on Selection have agreed that there are no additional candidates whom they desire to interview, the committee shall begin the process of selecting the candidates which it will recommend to the Dean. Prior to making its recommendations, the committee shall solicit the views of the members of the department regarding the candidates. The committee shall provide the members of the department holding major appointment in the department with a form prepared by the committee for evaluating each of the candidates who was interviewed. The committee shall invite additional written comments from any member of the department. The committee shall set a reasonable deadline when the forms and comments must be received prior to the time the committee meets for purposes of ranking the candidates. In making its recommendations to the Dean, the committee shall communicate fully to him the reactions of the department members to each of the candidates which it recommends.

#### 4. The Final Appointment

From among the candidates recommended by the committee, the Dean of the College shall indicate to the Dean of the Faculty and the President his preference for department head. The President, after consultation with the Dean of the Faculty, shall make the final selection. Before presenting the name of the person selected to the Board of Governors for approval, the President shall inform the University Council and shall solicit written reactions from individual Council members. Only after the Board approves the appointment shall it be publicly announced.

TO: University Council  
FROM: Special Subcommittee (Harden, Legg, Shuman, White, Bond)  
DATE: November 25, 1966  
SUBJECT: APT procedures for faculty members with dual appointments or major-minor assignments.

a. Each person whose major appointment is in a department shall be eligible to participate in APT matters, if he is otherwise eligible. A person holding a minor appointment in a department may participate with the permission of a majority of those holding a major appointment in the department. A faculty member will be eligible to serve on APT committees only where his major assignment is. This provision will not be retroactive.

b. The faculty member will be judged for APT purposes both by the major and minor departments, the major responsibility being that of the APT committee of the major department.

c. The recruitment of laboratory school faculty is a joint responsibility of the head of the related department and the principal of the laboratory school. Initiation of recruitment and ultimate employment is the responsibility of the latter. Approval by both persons is required; arbitration if necessary will be by the Dean of the Faculty.

d. The faculty member who has a minor assignment or rank in a department will be welcome at department meetings and may, upon the invitation of the majority of the department, vote on curricular matters. Such full participation we believe should be encouraged as institutional policy. In case a department elects to include faculty members whose assignments in that department are minor, the combined vote of such minor faculty members may not exceed 25% of the vote cast on any curricular issue. If the number exceeds 25%, the division of the votes of the minor members will be proportionately allocated as a ratio of 25%.

e. In the case of voting for department heads or for department head selection committees, a faculty member may vote only in the major department.

f. In voting in all-college and all-university elections a faculty member may vote in or represent the college of his choice, provided he has rank or a teaching assignment in that college, such choice for current faculty to be made prior to May 1, 1967. A faculty member whose rank or teaching assignment is in only one college will automatically be assigned to that college.

g. In the case of joint appointments, which must be accompanied by a written agreement, the agreement shall state where the faculty member will vote on APT, departmental, college and university matters.



University Council

November 25, 1966

h. The Faculty Status Committee will be charged with the responsibility of especially careful review of the APT recommendations for all faculty who have cross-departmental assignments.

ILLINOIS STATE UNIVERSITY CALENDAR, 1968-69

First Semester, 1968-69

Monday, September 9	Student Teachers report Registration for late afternoon, evening, and Saturday classes
Tuesday, September 10--Thursday, September 12	Registration
Friday, September 13	Classes begin
Saturday, September 21	Last day for late registration and course changes
Monday, September 23	Last day for refunds
Thursday, September 26	Last day to apply for student teaching assignment for second semester
Saturday, October 19	Homecoming
Monday, November 11	D-F reports due
Wednesday, November 27	Thanksgiving vacation begins, 11 a.m.
Monday, December 2	Classes resume
Friday, December 20	Christmas vacation begins after scheduled classes
Monday, January 6	Classes resume
Thursday, January 16--Wednesday, January 22	Final examinations
Wednesday, January 22	Last day to file theses for graduate degrees, January 25
Saturday, January 25	First semester ends

Second Semester, 1968-69

Monday, January 27	Student Teachers report Registration for late afternoon, evening, and Saturday classes
Tuesday, January 28--Thursday, January 30	Registration
Friday, January 31	Classes begin
Saturday, February 8	Last day for late registration and course changes
Monday, February 10	Last day for refunds
Friday, February 21	Last day to apply for student teaching assignment for 1969 summer session and for first semester of 1969-70
Friday, March 28	D-F reports due Spring vacation begins after scheduled classes
Tuesday, April 8	Classes resume
Wednesday, May 28--Thursday, May 29	Final examinations
Friday, May 30	Memorial Day holiday
Saturday, May 31--Wednesday, June 4	Final examinations
Wednesday, June 4	Last day to file theses for graduate degrees, June 7
Saturday, June 7	One-hundred-tenth Annual Commencement Second Semester ends

Summer Session, 1969

Monday, June 16	Registration
Tuesday, June 17	Classes begin
Friday, June 20	Last day for late registration and course changes
Monday, June 23	Last day for refunds
Friday, July 4	Independence Day holiday
Tuesday, August 5	Last day to file theses for graduate degrees, August 8
Thursday, August 7--Friday, August 8	Final examinations
Friday, August 8	Commencement Eight-week session ends
Monday, August 11	Registration for Post Session Classes begin, 2 p.m.
Friday, August 29	Post Session ends